



Steve Troxler  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services  
*Structural Pest Control and Pesticides Division*

James W. Burnette, Jr.  
Director

July 1, 2011

MEMORANDUM

TO: Applicants for Renewal of a North Carolina Sleep Products Manufacturing License

FROM: Nolan H. Newton, Ph.D.  
Chief, Sleep Products Section

SUBJECT: Renewal Application for 2011 North Carolina Sleep Products Manufacturing License

Attached is a renewal application for the 2011 North Carolina Sleep Products Manufacturing License. The application will take you step-by-step through the calculation process in determining your licensing fee for 2011. The fee is based on business volume from the previous year, 2010. (As a reminder, renewals are mailed in January of each year, and we are often unaware that an application did not reach the correct destination. It is the responsibility of the company to contact this office if applications do not arrive at the scheduled time. The deadline for renewal is not extended because the application was not received by the manufacturer.)

**\*\*\*\*All information requested on the application must be provided in full. Supporting documentation such as law labels and a copy of your current license, if using a registry number assigned by another state, should accompany the application. \*\*\*\*** Law labels must be in compliance with federal and state statutes and rules. Your federal identification number (FID) is required and is essential for processing refunds. When completing the application, be sure to include the area code for telephone and fax numbers. Verify all information and mark any corrections before mailing. Check for legibility, correct spelling and proper addresses before signing the application. **It is mandatory that you list both the mailing address in the first address box and the physical plant location address in the second address box.** The application will not be accepted without the plant location address. If they are the same, please indicate by writing the word "SAME" in the box. Do not leave blank spaces. A separate application must be completed for each plant, even when owned by the same company. We must have the name of the contact person who can answer questions about the application. The form is to be signed by the manufacturer's chief financial officer, who will be held responsible for the accuracy of production and sales figures given on the application. The contact and chief financial officer do not have to be the same person. **Original signatures are required.** We cannot accept copies, faxes, or stamped signatures. Should the State so choose to request an audit of your records by an independent CPA, certified in North Carolina, all expenses are the responsibility of the applicant.

Incomplete or inaccurate information and/or the lack of original signatures will require that the application be returned. This will cause a delay in issuance of your license and any unlicensed merchandise in North Carolina will be subject to "Off Sale" status. Faxes or copies of applications **will not** be accepted. We **will** accept a copy of your current license in another state as documentation. If you were a new vendor last year, you paid a deposit for your 2010 license. Now that you have determined your actual business volume from last year, that figure will be the actual fee for 2011. If the estimated charge for last year was more than the actual fee, you are entitled to a refund of the difference. All refunds must be written to the manufacturer as sole owner of the license. Refunds cannot be deducted from this year's fee. Attach a check with the renewal application for the full amount but include a letter or memo requesting the refund. The request helps ensure that your refund is not missed and provides documentation for audit purposes. If the actual fee is less than the estimated charge for last year, you must remit the difference. You may add that amount to the 2011 fee and write one check. **All checks must be in US dollars and written on a US bank or a corresponding US bank.**

**TO PREVENT YOUR PRODUCTS FROM BEING PLACED OFF SALE, PLEASE HAVE THE COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION IN THIS OFFICE NO LATER THEN THE LAST DAY OF FEBRUARY 2011. IF THE RENEWAL APPLICATION MUST BE RETURNED, MERCHANDISE UNDER THE EXPIRED LICENSE IS SUBJECT TO "OFF SALE" STATUS UNTIL THE LICENSE IS RENEWED.**

If we can help in any way, please call Teresa Adams, (919) 571-4814.

**Sleep Products Section**  
3285 Barrett Drive, Room 208, Raleigh, NC 27609  
Phone: (919) 571-4814 • FAX: (919) 571-4967  
1631 Mail Service Center, Raleigh, North Carolina 27699-1631  
<http://www.ncagr.gov/SPCAP/sleep/>

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